

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

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**Enterprise Zone Program****MANAGEMENT MEMORANDUM****Memorandum Number 10-04**

Date: November 10, 2010

TO: All G-TEDA Administrators

From: John Nunn, Jr.
Enterprise Zone Program Manager

SUBJECT: Biennial Reports

All Government Targeted Economic Development Areas (G-TEDA) are required to submit reports which describe the progress they are making toward the goals and objectives set forth in their original applications for designation and/or memoranda of understanding. The reports are to cover activities over the prior two fiscal years. An excerpt from the pertinent code section appears below:

7085.1

(a) The governing board of the G-TEDA shall report to the department by October 1, 2008, and by that date every other year thereafter, on the activities of the G-TEDA in the previous two fiscal years and its plans for the current and following fiscal year. The biennial report shall include at least both of the following:

(1) The progress the G-TEDA has made during the period covered by the report relative to its goals, objectives, and commitments set forth in its original application and the department's memorandum of understanding with the G-TEDA.

(2) Identification of the previous two years' funding, including in-kind funding. The previous two years' funding levels shall be compared to the funding levels identified in its original application and the department's memorandum of understanding with the G-TEDA, and the amount identified in the previous year's biennial report. An explanation of any meaningful discrepancies in these amounts shall be provided.

(b) A copy of the biennial report developed pursuant to subdivision (a) shall also be submitted to the legislative bodies of the local jurisdictions comprising the G-TEDA. The progress of the G-TEDA in meeting the goals, objectives, and commitments set forth in the original application and the memorandum of understanding with the department shall be reviewed at least biennially by these legislative bodies, either as part of the approval of the G-TEDA's annual work plan or separately, at the discretion of the legislative body.

The Department of Housing and Community Development (the Department) is responsible for collecting the reports and reporting these activities to the legislature. The initial report is now due. Since this year marks the first submission of these reports, additional time has been allotted to prepare and submit the required information. The Department requires that each G-TEDA submit its report to the department by November 30, 2010.

Specifically, the reports must include at least the following information:

1. Detailed reports of the progress the G-TEDA is making toward the goals and objectives and commitments set for the in the original designation application or MOU.
2. Details of the prior two years' funding including in-kind funding. This must be compared to the funding levels originally committed to in the application for designation and the MOU. The report must provide an explanation of any meaningful discrepancies in these amounts.

The Department must report on the progress each G-TEDA is making toward the satisfaction of the conditions of it's specific MOU and designation application. **The legislature will be notified of any G-TEDA which fails to submit a report.**

Please contact program staff should you have any further questions.

A handwritten signature in black ink, featuring a large, stylized initial 'G' followed by a series of loops and a final flourish.